

**DRAFT TEMPLATE**  
**07-28-06**

**IMPLEMENTING INSTRUMENT**  
**between**  
**the Department of State**  
**And**  
**Peace Corps**

The Peace Corps through its post in \_\_\_\_\_, \_\_\_\_\_ (“PC”) and the Department of State (“DOS”) through its Mission in \_\_\_\_\_, \_\_\_\_\_ (the “Mission”) hereby enter into this Implementing Instrument (this “Instrument”) dated \_\_\_\_\_, 200\_, pursuant to, in accordance with, and in furtherance of the purposes set forth under that certain Memorandum of Agreement (the “Original MOA”) dated \_\_\_\_\_, 2006, by and between Department of State and the Peace Corps. This Instrument outlines the roles and responsibilities of PC and DOS with respect to their collaboration under the Original MOA.

- I. DETERMINATION:** The Chief of Mission and the Peace Corps Country Director have each determined, on behalf of their respective agencies, that (1) implementation of the Original MOA through this Instrument is necessary in order to ensure adequate coverage of Mission and Peace Corps health units and provision of services to Peace Corps Volunteers and Trainees (“PCVs” and “PCTs,” respectively) and individuals subject to the DOS health care program, and (2) such reciprocal coverage will not adversely affect the ability of each agency to adequately serve its own community.
- II. DESCRIPTION OF MISSION AND PEACE CORPS POST**
1. The Mission: Brief description regarding Mission staff (positions, size, etc., including a description of how the Health Unit is staffed).
  2. Peace Corps: Brief description regarding PC post (staff size, PCMO, Number of Trainees and Volunteers, including a description of how the Health Unit is staffed).
- III. SUPERVISION OF MEDICAL PERSONNEL (detail for each of the Mission and PC Post).**
1. The Mission: [Description regarding Mission medical personnel supervision.]
  2. Peace Corps: The Peace Corps Medical Officer (the “PCMO”) is supervised by the Peace Corps Country Director.

**IV. TYPE AND SCOPE OF SERVICES AND POPULATION TO BE SERVED;  
DETAILS REGARDING BACKUP COVERAGE**

1. Amount of time and circumstances for backup:
  - This is intended for short-term and/or emergency backup.
  - Coverage for weekends? work travel? short vacations?
  - Coverage for lapses in hiring is not intended to be handled under the Original MOA.
2. Type and scope of services to be provided: routine or only emergency services? Any other limitations on services to be provided?
3. Spell out who will be covered. For Peace Corps, define those covered as Trainees and Volunteers. For State, describe the group covered.
4. Where services will be provided (Embassy health unit? PC health unit?).
5. Prioritization of competing needs
6. Handling of medevacs, surgery: authorizations, notifications, arrangements, etc.
7. Other issues as appropriate.

**V. CONFIDENTIAL INFORMATION TRANSFER AND HANDLING**  
(Provide copy of appropriate guidelines for medical personnel for Mission and PC post.)

**VI. COSTS**

There is no reimbursement of costs currently contemplated under this Instrument.

**VII. AMENDMENT AND MODIFICATION; TERMINATION**

The parties may amend or modify this Instrument or any attached descriptions in writing by mutual agreement, provided that such amendment or modification is consistent with the terms and conditions of the Original MOA. Either party may terminate this Instrument by providing 30 days written notice to the other party. Unless otherwise provided for herein, all other terms and conditions under the Original MOA shall govern and control all aspects of the relationship and collaboration between the parties.

**VI. POINTS OF CONTACT**

U.S. Embassy

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Peace Corps

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Email:

Email:

The parties have executed this Instrument on the dates set forth below.

For the U.S. Embassy

For the Peace Corps

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_  
Country Director